



UNITED STATES MARINE CORPS

MARINE FORCES NORTH
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5400

IN REPLY TO

ForO 12000.3B

G-1

DEC 13 2005

FORCE ORDER 12000.3B

From: Commander, Marine Forces Reserve
To: Distribution List

Subj: DELEGATION OF AUTHORITY CONCERNING CIVILIAN EMPLOYEES

Ref: (a) CPI 752
(b) CPI 431
(c) CPI 432
(d) CPI 771
(e) 5 C.F.R. §752

Encl: (1) Delegation of authority chart

1. Situation. To establish the delegation of authority for specified civilian personnel actions within Marine Forces Reserve (MARFORRES) to:

a. Effect adverse actions, non-appealable separations, and non-contestable actions and grievances involving civilian employees assigned to MARFORRES in accordance with reference (a).

b. Withhold within-grade increases and serve as reconsideration officials regarding such withholdings, in accordance with reference (b).

c. Effect removals and reduction-in-grade based solely on unacceptable performance, in accordance with reference (c); and

d. Decide formal grievances, in accordance with reference (d).

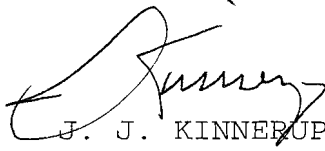
2. Cancellation. ForO 12000.3A.

3. Mission. The enclosure contains delegations of authority to propose and effect the actions shown, in accordance with references (a) through (e).

4. Execution. Delegation of authority within MARFORRES will be accomplished per this Order.

5. Administration and Logistics. Not applicable.

6. Command and Signal. This Order is not applicable to the Marine Corps Reserve.



J. J. KINNERUP
Deputy

Distribution: A
Copy to: HRO, NOLA

DELIGATION OF AUTHORITY CHART

<u>Type of Action</u>	<u>AUTHORIZED to Propose Action (1)</u>	<u>AUTHORIZED to Effect Action</u>
Oral Admonishment	No Proposal Required	Immediate Action
Letter of Caution		
Termination of temporary employee	No Proposal Required	Immediate Supervisor (with concurrence of MARFORRES Executive Director)
Termination during trial or probationary period (2)	No Proposal Required	Immediate Supervisor (with concurrence of MARFORRES Executive Director)
Letter of Reprimand	No Proposal Required	Immediate Supervisor
Suspension for 14 Calendar days or less	Immediate Supervisor	Department Head
Removal, suspension for more than 14 calendar days, reduction in grade or pay, or furlough for 30 days or less	Department Head	MARFORRES Executive Director
Removal or Reduction in Grade based solely on Unacceptable Performance	Department Head	MARFORRES Executive Director
Denial of Within Grade Increase (WGI)	No Proposal Required	Immediate Supervisor (Next higher official will be reconsideration official)
Formal Grievance Decisions	No Proposal Required	MARFORRES Executive Director (3)

1) If the Executive Director is the proposing official in any action, the deciding official will be the Commander, MARFORRES. When the official authorized to effect an action proposes an adverse or performance based action, the authority to effect the action is then vested in the next higher official in the chain of command. Authority to disallow an employee's choice of representative in appealable actions is vested in deciding official, subject to final review by the next higher level.

(2) Termination's of employees serving probationary periods for matters occurring prior to the effective date of their appointment will be processed under the same procedures as for appealable adverse actions.

(3) If the Executive Director is involved in any aspect of the matter being grieved, the deciding official will be Commander, MARFORRES.

Authority to disallow an employer's choice of representative in informal grievance is vested in the lowest level empowered to deal with informal grievance, subject to final review by next higher level. Authority to disallow an employee's choice of representative in formal grievance is vested in the Executive Director, subject to final review by the Commander, MARFORRES.

Enclosure (1)